

CHAPTER XVI

SENSITIVE COMPARTMENTED INFORMATION FACILITIES (SCIF)

SECTION 1

16-100 SCIF ESTABLISHMENT

SENSITIVE COMPARTMENTED INFORMATION (SC I) **REQUIRES** SPECIAL CONTROLS FOR RESTRICTED HANDLING WITHIN COMPARTMENTED INTELLIGENCE SYSTEMS . SUCH MATERIAL SHALL BE HANDLED AND CONTROLLED IN ACCORDANCE WITH DOD TS-5 105.2 1-M-2, DOD C-5105. 21-M-1, DOD TS-5105. 22-M-3, **DIAM** 50-1, and **DIAM** 50-3 (REFERENCES **(GGG)**, **(m)**, **(III)**, **(w)**, and **(QQQ)**). **THESE PUBLICATIONS ARE DESIGNED TO** RESTRICT DISCUSSION OF THESE SENSITIVE MATERIALS TO SPECIALLY DESIGNATED AREAS THAT HAVE BEEN CONSTRUCTED UNDER RIGID PHYSICAL SECURITY STANDARDS . HEADS OF OSD COMPONENTS WHO DETERMINE THAT **THERE** IS A REQUIREMENT TO ESTABLISH A SCIF SHALL COORDINATE WITH **PSD** DURING **THE** PLANNING STAGES. THE FOLLOWING PROCEDURES SHALL BE **FOLLOWED** :

a. A REQUEST TO ESTABLISH A SCIF SHALL BE SIGNED BY THE OSD COMPONENT HEAD. THE **FOLLOWING** INFORMATION SHALL BE INCLUDED IN THE REQUEST:

1. FULL JUSTIFICATION FOR THE SCIF .
2. CLASSIFICATION LEVEL AND VOLUME OF MATERIAL TO BE STORED IN THE **SCIF**.
3. A DETAILED SKETCH OR FLOOR PLAN OF AREA INCLUDING LOCATION, SIZE, **CONFIGURATION** OF WALLS, AND INTERNAL PHYSICAL ARRANGEMENTS OF THE OFFICES.
4. THE NAME , ROOM, AND TELEPHONE NUMBER OF THE PROJECT OFFICER ASSIGNED TO ESTABLISH **THE SCIF**.

b. **THE** PSD SHALL PROVIDE THE CONSTRUCTION AND REQUISITION REQUIREMENTS TO THE PROJECT OFFICER.

c. THE PROJECT OFFICER SHALL COORDINATE THE REQUIREMENTS AND NOTIN BY TELEPHONE (697-6247) THE PSD UPON COMPLETION.

d. THE PSD SHALL COMPLETE AND SUBMIT THE ACCREDITATION CHECKLIST .

16-101 SCIF ADMINISTRATION

UPON FAVORABLE ACCREDITATION BY THE DIA , THE PSD SHALL PROVIDE THE OSD COMPONENT WITH COPIES OF THE FACILITY ACCREDITATION AND ACCREDITATION CHECKLIST. THE FOLLOWING MINIMUM REQUIREMENTS FOR THE SCIF ADMINISTRATION SHALL BE ADHERED TO BY THE OCCUPANTS:

a. ACCESS TO THE SCIF SHALL BE LIMITED TO PERSONNEL WHO HAVE BEEN GRANTED **PROPER** CLEARANCE AND SCI ACCESS. PART-TIME AND SUMMER-HIRE PERSONNEL WITHOUT CLEARANCES AND SCI ACCESS SHALL NOT BE ALLOWED TO WORK IN THE SCIF . ACCESS CONTROL PROCEDURES SHALL BE ESTABLISHED BY THE FACILITY PERSONNEL UTILIZING THE INSTALLED MECHANICAL AND ELECTRICAL EQUIPMENT .

b. EACH MULTI-LINE TELEPHONE INSTRUMENT IS EQUIPPED WITH THE "HOLD" FEATURE . THIS BUTTON SHALL BE DEPRESSED WHENEVER THE HANDSET IS NOT IN THE CRADLE AND NOT IN USE.

c. SCI DOCUMENTS TO BE DESTROYED SHALL BE LISTED ON SD FORM 188 OR DIA FORM **554** . BURN BAGS FOR SC I DOCUMENTS SHALL BE STORED IN APPROVED SECURITY CONTAINERS . THE FILLED BURN BAGS SHALL BE DELIVERED TO DESIGNATED COLLECTION POINTS AT SPECIFIED TIMES. FOR **INFORMATION** ON THE COLLECTION POINTS OR SPECIFIED TIMES , **TELEPHONE THE** PENTAGON DESTRUCTION FACILITY AT 695-1828.

d. ALL FACILITY PERSONNEL SHALL READ THE BOOKLET TITLED "PENTAGON OCCUPANT EMERGENCY PLAN . " . * -.

IN CASE OF EMERGENCY EVACUATION, SC I MATERIAL SHALL BE SECURED BEFORE EVACUATION OF THE SCIF .

f. ALL UNCLEARED PERSONNEL SHALL BE ESCORTED CONTINUOUSLY BY AUTHORIZED PERSONNEL .

1. ESCORT CLEANING AND MAINTENANCE .

2. SANITIZE WORK SPACES BEFORE UNCLEARED PERSONNEL HAVE ACCESS .

g. **A** ANY INTRODUCTION INTO THE SCIF OF GOVERNMENT OWNED FURNITURE, **ELECTRONIC** AND ELECTRICAL EQUIPMENT, AND ARTIFACTS SHALL BE REPORTED BY TELEPHONE TO THE PSD; 697-6247.

h. PRIVATELY OWNED RADIOS , TELEVISION SETS, CAMERAS, RECORDING EQUIPMENT, AND **OTHER** SIMILAR EQUIPMENT SHALL NOT BE PERMITTED WITHIN **SCIFS** .

i. BEFORE ANY ADDITIONAL CONSTRUCTION OR MODIFICATION IN THE SCIF , THE WORK **ORDER** OR REQUEST SHALL BE COORDINATED WITH **THE** PSD.

j. CREATE A FOLDER THAT SHALL BE STORED IN A SECURITY CONTAINER AND **CONTAIN** THE FOLLOWING:

1. ACCREDITATION LETTER FOR THE SCIF (AND GAMMA SUBREGISTRY AUTHORIZATION LETTER, IF APPLICABLE).

2. APPROVED ACCREDITATION CHECKLIST .

3. PENTAGON OCCUPANT EMERGENCY PLAN .

SECTION 2

TECHNICAL SURVEILLANCE COUNTERMEASURES

16-200 POLICY

DOD TS-5105.21-M-2, DOD C-5105.21-M-1, DOD TS-5105.21-M-3, DOD DIRECTIVE 5220.22, **and** DOD 5220.22-R, REFERENCES **(GGG)**, **(HHH)**, **(III)**, **(I)**, AND **(J)** ASSIGN RESPONSIBILITIES AND PROVIDE PROCEDURES FOR CONDUCTING TECHNICAL SURVEILLANCE COUNTERMEASURES **(TSCM)** SERVICES.

a. TO ENSURE THE VALIDITY OF TSCM SERVICES, THE SCIF SHALL BE ADMINISTERED ACCORDING TO PARAGRAPH 16-101 ABOVE. FAILURE TO ESCORT UNCLEARED CLEANING AND MAINTENANCE PERSONNEL OR INTRODUCTION INTO THE FACILITY OF NEW FURNITURE, ELECTRONIC AND ELECTRICAL EQUIPMENT, AND ARTIFACTS THAT HAVE NOT BEEN CHECKED BY TSCM PERSONNEL MAY INVALIDATE THE RESULTS OF A TSCM SERVICE.

b. THE PSD SHALL **SCHEDULE** AND **CONDUCT** TSCM SERVICES OF **SCIFS** AND **CONTRACTOR** FACILITIES IN ACCORDANCE WITH DOD DIRECTIVE 5240.5 (REFERENCE **(BBBB)**) . TO QUALIFY FOR A TSCM SERVICE THE PHYSICAL SECURITY OF THE FACILITY MUST MEET THE SECURITY STANDARDS PRESCRIBED IN DIA MANUAL 50-3 (REFERENCE **QQQ**) .

16-201 APPLICABILITY

THIS GUIDANCE APPLIES TO OSD SCIF AND TO OSD FIELD ACTIVITIES THAT ARE SUPPORTED BY THE PSD WITHIN THE PENTAGON AND THE GENERAL SERVICES **ADMINISTRATION-CONTROLLED BUILDINGS** IN **THE NATIONAL CAPITAL REGION** (NCR). OSD **CONTRACTOR** SCIF LOCATED IN THE NCR ARE INCLUDED.

16-202 PROCEDURES

a. **THE** PSD SHALL:

1. PROVIDE A PRESERVICE INFORMATION LETTER TO FACILITY PERSONNEL OF **THE** OSD SCIF OR A CONTRACTOR SCIF . SEE FIGURE 13, BELOW.

2. REPORT ANY SECURITY WEAKNESS THAT PRECLUDES THE INSPECTED FACILITY FROM MEETING THE STANDARDS ESTABLISHED FOR **THE** FACILITY TO THE OSD COMPONENT.

3. REPORT THE ACCOMPLISHMENT OF A TSCM SERVICE OF A SCIF TO THE DIA.

b. THE **SCIF** PERSONNEL SHALL:

1. INITIATE WORK ORDERS OR REQUISITIONS, IF NECESSARY, AND **ENSURE** THAT ALL SECURITY WEAKNESSES ARE CORRECTED .

2. REPORT TO THE PSD THE COMPLETION OF ALL WORK ORDERS OR REQUISITIONS .

16-203 DOD CLASSIFIED PRESENTATIONS AT CONGRESSIONAL ACTIVITIES

a. ~~THE~~ THE DEPARTMENT OF THE ARMY SHALL PROVIDE TSCM SUPPORT FOR DOD **APPEARANCES** BEFORE MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF WHEN CLASSIFIED PRESENTATIONS ARE MADE . REQUESTS FOR THIS SUPPORT SHALL BE MADE DIRECTLY TO THE DEPARTMENT OF THE ARMY INTELLIGENCE AND SECURITY COMMAND LEGISLATIVE SUPPORT OFFICE . REQUESTS SHALL BE MADE AS FAR IN ADVANCE AS POSSIBLE TO ALLOW EFFECTIVE SCHEDULING OF TSCM ASSETS. THE REQUESTS MUST BE CLASSIFIED SECRET.

b. IF A TECHNICAL HAZARD OR PENETRATION IS DISCOVERED DURING SUCH A PRESENTATION , THE **TSCM** SPECIAL AGENT SHALL INFORM THOSE CONCERNED **AND** RECOMMEND THAT THE PRESENTATION BE SUSPENDED UNTIL THE HAZARD OR PENETRATION IS IDENTIFIED AND ELIMINATED .

c. ~~THE~~ THE DIRECTOR , PSD , SHALL BE NOTIFIED OF ANY TECHNICAL HAZARDS OR **PENETRATIONS** DETECTED DURING A DOD APPEARANCE BEFORE CONGRESS OR CONGRESSIONAL STAFF . THE RESULTS OF ROUTINE TSCM SERVICES ALSO SHALL BE REPORTED.

PRESERVICE INFORMATION LETTER

PLEASE **READ** IN SILENCE AND MAKE NO SPOKEN COMMENT. THIS AREA SHALL BE SUBJECT TO A TECHNICAL SURVEILLANCE COUNTERMEASURES SERVICE . THE PURPOSE OF THIS SERVICE SHALL BE TO DETECT THE PRESENCE OF ANY TECHNICAL SURVEILLANCE DEVICES , HAZARDS, AND PHYSICAL SECURITY WEAKNESSES. THERE **ARE** MANY TYPES OF REMOTELY CONTROLLED DEVICES THAT OPERATE ONLY DURING NORMAL WORKING HOURS . THEREFORE , A PORTION OF THESE TECHNICAL SERVICES MUST BE CONDUCTED DURING OFFICE HOURS WHILE OFFICE PERSONNEL CONTINUE TO CONDUCT NORMAL DAILY BUSINESS. IT IS **EXTREMELY** IMPORTANT THAT NOTHING UNUSUAL OCCURS AND SOME PRECAUTIONARY MEASURES BE EMPLOYED TO ENSURE THE EFFECTIVENESS OF THESE SECURITY SERVICES. THESE MEASURES ARE AS FOLLOWS:

- a. DO NOT MAKE ANY COMMENTS ON THE TECHNICAL SERVICE, THE PRESENCE OF THE TECHNICIANS , OR THE EQUIPMENT.
- b. DO NOT DISCUSS THE SERVICE WITH ANYONE BEFORE, DURING, OR AFTER THE SERVICE. THESE DISCUSSIONS **INCLUDE** ANY **TELEPHONE** , INTERCOMMUNICATION , AND SECURE TELEPHONE SYSTEMS .
- c . DO NOT ASK ANY QUESTIONS OF THE TECHNICIANS ABOUT THEIR EQUIPMENT OR **THEIR** METHODS OF CONDUCTING THE SERVICE.
- d. DO NOT PERMIT CLEARED VISITORS INTO **THE** SCIF UNTIL VISITS HAVE BEEN APPROVED BY THE TECHNICIANS AND UNTIL THE VISITORS HAVE READ AND UNDERSTAND THIS LETTER. UNCLEARED CLEANING AND MAINTENANCE PERSONNEL SHALL NOT BE ALLOWED IN THE SCIF , DURING THE SERVICE , UNLESS AUTHORIZED BY THE TECHNICIANS.

IF YOU HAVE ANY QUESTIONS OR COMMENTS ABOUT THE SERVICE, GIVE THE TECHNICIAN A WRITTEN NOTE OUTLINING YOUR COMMENTS. IF APPLICABLE, THE TECHNICIAN SHALL DISCUSS THE MATTER WITH YOU OUTSIDE THE AREA LATER .